

March 12, 2019



Tullahoma Municipal Airport Authority

807 William Northern Boulevard
P.O. Box 1581
Tullahoma, TN 37388

**Meeting Attendance
March 12, 2019**

Members Present

- | | |
|-------------------------------------|--------------------------------------|
| <input checked="" type="checkbox"/> | Dr. Don Daniel, Chairman |
| <input type="checkbox"/> | Karla Smith, Vice Chairman |
| <input checked="" type="checkbox"/> | Jennifer Benetti-Longhini, Secretary |
| <input checked="" type="checkbox"/> | Jason Waller, Treasurer |
| <input type="checkbox"/> | Paul Sirks, Assistant Treasurer |
| <input checked="" type="checkbox"/> | Jim Apple, Assistant Secretary |
| <input type="checkbox"/> | Dr. Jim George |

Other Persons Present

- | | |
|-------------------------------------|----------------------------|
| <input checked="" type="checkbox"/> | Jon Glass, Airport Manager |
| <input checked="" type="checkbox"/> | Alderman Ray Knowis |
| <input type="checkbox"/> | Tullahoma News |

Regular Meeting Minutes

Visitors: Casta Brice (HR Director).

Note: Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

- 1. Meeting called to order at 5:00 pm.**
- 2. Minutes for the February 12, 2019 meeting were reviewed and approved as written.**
- 3. Public comments** – Casta Brice briefed Board members on the job evaluation process for Jon Glass.

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4. **Treasurer's report** – Jason Waller reviewed the financial statements. He will ask the Finance Department to provide a narrative with the statements.
5. **Jon Glass presented the Airport Manager report:**

CURRENT PROJECTS

Terminal Building – Terminal building hours will be 8:00 am to 6:00 pm starting 3/10/19.

North Hangar Door – The Insurance adjuster (Spikes Braniff) is working with local Contractors to get multiple estimates on replacing the doors. Treez Group is the low bidder and works exclusively with Horton doors. They have removed the damaged door and the new doors are being made and should be delivered to the Airport around December 1. The Hangar door and Contractor are scheduled to be here 1/7/19. **The work is complete but we have asked the Contractor to come back and adjust the door handle from the outside.**

Runway Concrete Repair Demo – Jon Glass met with representatives from Elephant Armor on 7/2/18. They have an epoxy based concrete repair method that is a fraction of the cost of full depth replacement. They are currently doing work on the runways at BNA. They will do a sample area of runway 18/36 to demo the method of repair. PDC and TAD reps will be here to observe and I will notify Board members prior to the work being done. Instead of 4 repair patches for free they have offered to come here and work for a full day for \$2,500 to \$3,000. I recommend we approve this proposal as this could be a very cost effective concrete repair for runway 18/36. They are located in west TN so I think this is a fair proposal. We had 2 dates scheduled in December and got rained out. The next window is January 9 to 11. The work is complete and we will monitor the patches over the next 12 months. I think this will be a viable option to repair runway 18/36 at a fraction of the cost of other repair methods.

ODAL's Flight Check – FAA did a flight check on 10/25/18 and we failed due to trees at the first light. Curl Construction will remove the trees for \$125.00 per hour. We believe it will take 3 to 4 hours to complete the work. The area is too wet for any heavy equipment. They have a crew with chainsaws that completed the work on 12/7/18 and FAA has been notified. If we do not pass next flight check will have to wait until June or July when we can get some heavy equipment to take down more trees. **Flight check is scheduled for 3/13/19.**

Taxiway A and South Ramp Drainage – The Engineer grant has been approved and was returned on 12/6/18. The scoping meeting was held on 1/16/19 and the work

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authorization should be ready for our approval on 2/12/19. **Survey work is scheduled to be completed the week of 3/11/19.**

Pavement Maintenance Project – This has been submitted to Blackcat as a project request. It has been recommended for approval by TAD. The project consists of Taxiway D remarking, Taxiway F sealcoat and crack repair, Harton Hangar Plaza sealcoat and crack repair along with Terminal building auto parking lot seal coat and crack repair on the maintenance contract. Dr. Daniel and Jeremy Bell will sign the grant as soon as it is available. **We are trying to schedule scoping meeting for the week of 3/11/19.**

Airport CIP List –

TAD Grants – They have a new policy where work can begin on a grant after staff or TAC approval instead of waiting for the Commissioner to sign the grant 2 to 3 months later. This can help us with the drainage and pavement repair grants that were delayed because of the 9/27 tree issue. This decision could be reversed when the new TDOT Commissioner is appointed in January by the new Governor.

These are the projects we need to rank for priority over the next 3 years:

1. ALP Update and AGIS Survey (\$300,000).
2. Runway 18/36 concrete repair (\$400,000).
3. North Taxiway Overlay (\$275,000).

Maintenance Contract – We get reimbursed 50% on this grant up to \$39,600 each year or a \$19,800 reimbursement. The FY 19 contract will be returned to TAD for execution this week. Reimbursements in the amount of \$19,458.73 have been submitted to Blackcat. **We received \$9,134.42 in reimbursements on 3/5/19. Another reimbursement for \$8,599.31 will arrive this month.**

FY 20 Budget – I have submitted all the documents to the Finance Department and will update our power point presentation. We are scheduled to meet with BOMA after their 4/8/19 Board meeting. If you plan on attending please be at City Hall by 5:30 pm.

Coffee County Appropriation – I have requested the money approved by the Coffee County Commission approved for FY 19 and it should arrive by 2/15/19. Last year we received \$15,000.00. **Mayor Cordell advised Jon Glass that our \$15,000 request for FY20 had been approved.**

VOR Building – The roof is leaking and repairs need to be completed to prevent damage to the Airfield regulators. The cone and antenna have been removed and the holes have been

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patched. We are obtaining estimates to construct a roof from Contractors. It will be about 2 years or late 2019 before roof needs to be repaired or other options are identified.

Beacon – We have a Contractor that has removed all the Air Show antennas from the tower. He will paint the tower next. He completed work on painting the segmented circle. The motor has failed and spare parts are not available. A company in Shelbyville is providing an estimate to rebuild the motor. Baker's Electric has submitted a bid of \$3,735.00 to repair and rebuild the beacon motor. I will have two more bids prior to the meeting. The work is complete and Baker's Electric has been paid.

General Assembly HB1147/SB982 – It is pretty clear that the amendment to this bill will pass. A Task Force in the General Assembly is being set up to determine the effects it will have on GA Airports in the State. I recommend that we do not touch our NPE (\$150,000 per year) over the next several years and save it for an emergency. Starting in the next 90 days and over the next 4 years I see drastic cuts in State funding from TAD if other sources of revenue are not found. Elimination of funding for terminals, equipment, hangars, fueling systems and landside improvements will probably start very soon. I believe the 95/5 funding will become 90/10 in the future also. Within a few years I believe funding will only exist from TAD for primary runway and taxiway pavement repair. TN House and Senate votes on the Southwest Airline amendment have been delayed until 2019.

NW Area Fence Project – 16-555-0186-17 has been closed and a \$35.09 local share refund has been requested since the project was completed under budget.

6/24 Tree Clearing Project – 16-555-0789-04 has been closed and a \$259.00 local share refund has been requested since the project was completed under budget.

Airfield Signage – 16-555-0791-04 has been closed and a \$508.83 local share refund has been requested since the project was completed under budget.

Taxiway A – 16-555-0754-04 has been closed and a \$1.12 local share refund has been requested since the project was completed under budget.

Taxiway B – 16-555-0785-04 has been closed and a \$469.25 local share refund has been requested since the project was completed under budget.

16-555-0793-04 has been closed and a \$1,285.78 local share refund has been requested since the project was completed under budget.

NW Hangar 2 – The \$250,000 grant request will be on the September 21 TAC meeting agenda. The grant request was approved with a 5-0 vote at the TAC meeting. The \$200,000 TML loan has been approved and will be executed on 10/19/17. Received the grant on 11/9/17 and Dr. Daniel and Jeremy Bell signed on 11/10/17 and it was returned to TDOT

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for the Commissioner's signature. The executed grant was received on 12/1/17. The scoping meeting is being scheduled for the week of March 19. Rinks and Associates has started work on the design phase of the hangar. Advertisement for bids will be in the 8/12/18 edition of the Tullahoma News. The pre-bid meeting will be 8/30/18 and bids will be opened on 9/13/18. The site plan was approved at the 9/17/18 Planning Commission meeting. Bid results, letter of recommendation from Rinks & Associates and financing plan is attached for your review. Sue Wilson is getting the UDAG loan approved and the amendment for the grant has been submitted. The building permit and FAA Buy America letter has been submitted. Richland started work on the hangar on 10/30/18. The grant amendment for \$72,187.00 was approved by TAD. The UDAG loan will be completed on 11/16/18. The footers have been poured and the concrete pad is next when it gets a little warmer. The concrete pad has been poured and the Contractors time will stop until the building is delivered. We anticipate the building will arrive about March 4th and take 6 weeks to construct. We set aside \$50,000 in TAA funding for undercut based on the avionics hangar and only \$625.00 was used for undercut on the new hangar saving \$49,375.00. There were 2 items we did not plan for with concrete duct needed for \$886.00 and QC testing that use to be provided by the Contractor. This is a new building code rule that is a good one and requires us to hire an independent party for testing we were just not aware of it. This cost is \$6,281.25 but we hope some of it can be offset by reduced Engineering fees. Since the undercut came in much better than estimated I propose that we add electronic openers to the 24 foot doors at a cost of \$20,937.00. We can save about \$5,000 by adding the openers now while the building is being made as opposed to after it is completed. **New arrival date for the building is 3/25/19.**

Turf Runway – 16-555-0794-04 has been closed and a \$450.10 local share refund has been requested since the project was completed under budget.
16-555-0786 has been closed and a \$55.00 local share refund has been requested since the project was completed under budget.

Airport Pavement Condition Report – TAD contracted with Atkins North America, Inc and Applied Research Associates, Inc to produce a report on the condition of pavements at all TN Airports. This report will guide TAD staff and the TAC in all future decisions on project requests from Airports.

Select TN Site Development Grant – The City is in the process of applying for a grant for the Business Airpark. Proposed work includes drainage improvements, concrete repair, clearing and grubbing, signage and lighting in the amount of 500k. The application was submitted on the February 1 deadline and we should know by July 1 if we will receive the grant. The application request was not approved but can be resubmitted for the next round of funding that is available. The 2nd round of funding has been approved by ECD. The application was submitted by the December deadline. The grant announcements will be in the March/April timeframe. Thom Robinson, Scot St. John, Winston Brooks and Jon Glass went to the ECD office on March 8 and made a presentation for the grant. ECD should announce the final decision on grants in 4 to 6 weeks. We did receive the grant for tree

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clearing and drainage improvements in the amount of \$280,000. Contracts for the grant should be ready by July 1. The grant has been executed by the City and ECD. The bids will be opened at 11:00 am on 1/11/18 at City Hall. Curl Construction is the apparent low bidder at \$262,286.68, the highest bid was \$907,196.00. BOMA will vote to accept or reject the bid at the 2/12/18 meeting. The pre-construction meeting will be held on 2/21/18. Curl Construction is nearing completion on the tree clearing and will leave a buffer of trees regarding the XP Services concerns. The subcontractor that is supposed to grind the trees left the Airport. Curl has tried to burn the trees but that led to complaints from XP Services. Their time has been stopped and we will try to wait for the subcontractor to return. Alex Richman with the Motlow family will look at them 10/12/18 and see if they have any interest in the timber. The trees have been disposed of and final cleanup is all that is left to be completed. Conditions are to wet for clean up right now. The cleanup work is scheduled to be completed by the end of February. **This work has not been completed due to weather.**

Business Airpark – I received 2 estimates from local Contractors to maintain the ditches along the road in Business Airpark. Work would involve weed eating and spraying one time per month. Mid-South maintains the North hangar area and does a good job for us. This work is eligible for 50% reimbursement on the Maintenance contract.

G&G Lawncare - \$3,600.00 per year

Mid-South - \$1,710.00 per year

A motion was made and approved to accept the Mid-South bid for \$1,710.00 per year.

March 14 – We will have an Aviation Career day for 5 to 10 High School students on 3.14.19. MTSU Aerospace Department will bring an aircraft and flight instructors and we will do a tour of the Vandy LifeFlight hangar.

April 20 – Ft. Campbell will do a nighttime drill here with 3 Blackhawks and a Chinook. We anticipate they will need about 3,000 gallons of jet fuel.

Airport Inspection –

FUEL SALES

Fuel sales for the month of February 2019 were 13,337.95 gallons. This is a 3,670.69 gallon increase in the 9,667.26 gallons sold in February of 2018. **We have broken monthly fuels sales records the last 4 months in a row.** All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

Fuel Sales 1/1/19 to 2/28/19 = 30,923.85

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Fuel Sales 1/1/18 to 2/28/18 = 16,626.95

February 2019	AVGAS	AVGAS SS	Total
Gallons	2,164.6	2,320.55	4,485.15
Flow Fee	\$216.46	\$232.05	\$448.51
Pump Fee	\$1,082.30	\$580.13	\$1,662.43

February 2019	Jet Full Price	Jet Discount	Total
Gallons	1,163.3	7,689.5	8,852.8
Flow Fee	\$116.33	\$768.95	\$885.28
Truck Fee	\$116.33	\$768.95	\$885.28
Pump Fee	\$1,163.30	\$5,248.35	\$6,411.65

Total AVGAS & Jet Gallons = 13,337.95

Total Flow Fee = \$1,333.79

Total Jet Truck Fee = \$885.28

Total Pump Fee = \$8,074.08

Total Part-Time Employment Cost = \$2,155.00

Jet Truck Fee Minus Rental = +\$35.28

Pump Fee Minus Employment Cost = +\$5,919.08

FUEL PRICES

3/5/19	Tallahoma	Shelbyville	Winchester	McMinnville	Maury County	Murfreesboro
AVGAS SS	\$3.55	\$3.70	\$3.65		\$4.44	\$4.12
AVGAS FS	\$3.80	\$3.90	\$3.65	\$3.81	\$4.65	\$4.32
Jet	\$3.95	\$3.95	\$3.84	\$3.79	\$4.16	\$3.75

Average AVGAS price - \$4.51 Average Jet price - \$4.32

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
February 2019	13,337.95
February 2018	9,667.26
February 2017	8,966.20
February 2016	8,984.74
February 2015	9,836.77
February 2014	7,303.12
February 2013	5,166.83

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February 2012	8,112.55
February 2011	2,918.6

ANNUAL FUEL SALES (Gallons)

2018	234,691.04
2017	192,043.95
2016	219,458.44
2015	206,683.02
2014	179,611.14
2013	118,597.24
2012	146,293.66
2011 * TAA took over fuel sales on 5/11/11	117,223.75
2010	97,983.8
2009	94,408.7
2008	113,262.8
2007	107,196.8

MAINTENANCE/NAVAID PROBLEMS**Fuel Tanks** – No problems.**VOR** – FAA has sent out notices regarding the decommissioning of the VOR.**AWOS** – No problems or outages for January 2019.**Veeder Root Fuel System** – No problems or outages for January 2019.**RUNWAY AND TAXIWAY LIGHTS** – No problems or outages for January 2019.**REILS AND PAPI** – No problems or outages for January 2019.**HANGAR RENT/INSURANCE****OVERDUE RENT** –

Heinemman	\$6.90	
Groff	\$75.40 & \$26.25	

EXPIRED INSURANCE CERTIFICATE – None**OTHER** – Nothing

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AIRPORT MARKETING/PRESENTATIONS –

6. Old Business:

- A. AOPA Fly-In** – Karla Smith was not present for the meeting.

7. New Business:

- A. TN Airport Conference** – Jon Glass reviewed the conference and hotel reservations with the Board members attending.

- B. TN Skydiving Lot** – Jason Waller will talk to TN Skydiving about finishing the clean up work on their vacant lot.

- C. Other New Business** – Dr. Daniel will attend the Mayor's Planning and Coordinating meeting on 3/14/19.

8. Aldermen Knowis Comments – Alderman Knowis reported that UTSI would have a hypersonic workshop next week with Lockheed Martin and representatives from about 10 Universities. He said that the Dream Tullahoma Committee was looking for a place to display a model airplane collection. Jim Apple will see if Motlow State Community College will display them.

9. Meeting was adjourned at 6:05 pm.

Submitted on 3/15/2019

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting